

**CITY OF LA PORTE
ECONOMIC DEVELOPMENT COORDINATOR
JOB DESCRIPTION**

FLSA CLASSIFICATION: Non-Exempt

PAY RANGE: 029

DEFINITION

Responsible for directing, coordinating, and administering economic development efforts, including targeting new development efforts, such as new business, retaining and expanding existing businesses, facilitating programs to enhance economic development and job growth, and serving as liaison between prospects and the City.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Development of market research objectives to help the organization meet its strategic goals

Directs and participates in the development and implementation of economic goals, objectives, policies, and procedures

Develops funding support and administers grants as authorized.

Prepares and maintains a list of local businesses to be contacted for possible expansion/retention

Prepares reports, including charts and graphs, and presents recommendations for action plans to management

Receives inquiries from business firms, manufacturers and others interested in establishing or expanding industry in the City; responds to specific requests for information relating to the suitability of the City for particular business or industry; solicits new businesses for La Porte; performs research to find the business and recruit individuals and agencies to move to La Porte

Assists in the development of business plans for the retention and/or expansion of local businesses

Establishes and maintains effective working relationship with the business community and public

Research market intelligence databases to examine, analyze, and compile statistical data

Perform related duties as assigned

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office environment; exposure to dust/mites, radiation, electrical, and mechanical hazards and constant noise; writing; walking; typing; sorting; sitting; seeing; filing; reading; decision making; lifting and carrying up to 20 pounds; reaching above shoulder level; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person and by telephone; fine finger manipulation; operation of office equipment, computers, copiers, fax machines, telephone, and a motor vehicle through city traffic.

QUALIFICATIONS

Knowledge of:

Knowledge of practices and methods of economic development
Excellent presentation, verbal, and written skills
Skilled in grant writing and administration
English usage, grammar, spelling, and punctuation
Modern office methods, procedures, and equipment and business letter writing
Record keeping principles and procedures

Ability to:

Work independently.
Get along appropriately with co-workers and the public
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities
Communicate clearly and concisely, both orally and in writing
Work in cooperation with other departments, City officials, and outside agencies
Research administrative and departmental policies, laws, and rules
Type at a speed necessary for adequate job performance
Operation of a word processor/computer terminal may be required
Compose correspondence independently
Compile and maintain complex and extensive records and files
Analyze situations carefully and adopt effective courses of action
Understand and carry out oral and written directions

TRAINING AND EXPERIENCE

Bachelor's Degree in Economic Development, Public Administration, Business Administration, or related field from an accredited college or university. Three years related experience.

LICENSES AND CERTIFICATIONS

Possession of a valid Texas Driver's License and a good driving record.

**The City of La Porte is an Equal Opportunity and Affirmative Action Employer
of Qualified Individuals.**

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date